

STATE OF WEST VIRGINIA

Offices of the Insurance Commissioner

JANE L. CLINE
Insurance Commissioner

To: Insurance Producers and Interested Parties

From: Agent Licensing & Education

West Virginia Offices of the Insurance Commissioner

Date: February 7, 2011

Re: Insurance Producer Licensing Changes

- 2 year licenses
- Accepting the National Producer Number (NPN) as the WV Producer Number

The West Virginia Offices of the Insurance Commissioner, Agent Licensing Section will be converting to the NAIC's State Based Systems (SBS), a web-based licensing system effective on February 7th, 2011. This new system will result in faster issuance of licenses and renewals and provide real time access to producer information, thereby eliminating delays.

In particular, producers will see the following benefits and changes from the Department's conversion to the SBS licensing system:

- Approved license transactions will be loaded to SBS and viewable online by the licensee within minutes.
- Producers will be able to print their license cards within minutes of licensure. There will be no charge for the first license print after applying and after renewal.
- To enable faster processing time and real-time compliance checks, producers will renew their licenses online through the National Insurance Producer Registry (NIPR.com).
- Starting in February 2011, producers will no longer need a West Virginia License number and a National Producer Number (NPN). West Virginia will begin using the National Producer Number on all transactions.
- West Virginia producers' licenses will be effective for two (2) years, instead of one. At
 this year's May 31, 2011 renewal date, all licenses will be renewed for a minimum of two
 years and the license expiration date will be transitioned to the last day of the producer's



birth month. Producers will receive an invoice at the beginning of March 2011 in the amount of \$50 to renew their license by the May 31, 2011 deadline. After the 2011 renewal cycle has ended and licenses have been renewed, the next renewal period will begin 24 – 35 months later depending upon the producer's birth month. The expiration date will be listed on the producer's renewed license and no producer's renewal date will be less than two years as the State moves from a fixed renewal date to a nationally accepted renewal date based on the individual's birth month (see chart below). At the time of the next renewal, producers will be notified 60 days in advance that their renewal cycle will begin.

Renewal Schedule for Existing Licenses – Current License Expires May 31, 2011

Current Renewal Period (2011)	Producers Birth Month	License Renewed & Effective	Next Expiration Date
03/01/2011 - 05/31/2011	January	6/1/2011	1/31/2014
03/01/2011 - 05/31/2011	February	6/1/2011	2/28/2014
03/01/2011 - 05/31/2011	March	6/1/2011	3/31/2014
03/01/2011 - 05/31/2011	April	6/1/2011	4/30/2014
03/01/2011 - 05/31/2011	May	6/1/2011	5/31/2013
03/01/2011 - 05/31/2011	June	6/1/2011	6/30/2013
03/01/2011 - 05/31/2011	July	6/1/2011	7/31/2013
03/01/2011 - 05/31/2011	August	6/1/2011	8/31/2013
03/01/2011 - 05/31/2011	September	6/1/2011	9/30/2013
03/01/2011 - 05/31/2011	October	6/1/2011	10/31/2013
03/01/2011 - 05/31/2011	November	6/1/2011	11/30/2013
03/01/2011 - 05/31/2011	December	6/1/2011	12/31/2013

- The above chart applies only to producers and viatical settlement brokers, the following will continue to renew licenses annually between March 1 and May 31: Company Adjusters, Crop Adjusters, Public Adjusters and Surplus Lines licensees.
- Business Entities (Agencies) will continue to renew licenses annually between March 1st and June 30th.

SBS was developed by the National Association of Insurance Commissioners (NAIC) to serve the regulatory needs of states, improve the efficiency of the producer licensing process, and improve the uniformity of multi-state licensing. The transition to SBS will improve services to licensees and improve uniformity among the states that have already adopted SBS for insurance regulation needs. SBS is currently used by twenty states with several others soon to join.

For more information on the NAIC's State-Based Systems' approach to insurance regulatory tools, visit http://www.statebasedsystems.com.

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